

Overview of Board of Directors' Meeting

Held on Monday, 24 April 2023, 1:00 to 4:30 pm at Anglia Ruskin University and via Zoom conference call

Directors in attendance: Dr Ibrahim Akubat (Sport and Performance Division Chair) (part), Dr Lindsay Bottoms FBASES (Physiology and Nutrition Division Chair), Prof Zoe Knowles FBASES (Chair), Dr Andrew Mitchell (Biomechanics and Motor Behaviour Division Chair) (part), Dr Helen Rippon (Non-Executive Director), James Tugwell (Non-Executive Director), Susan Went (Non-Executive Director), Ian Wilson (Chief Executive Officer).

Attending: Dr Denise Hill FBASES, Deputy Chair of the Psychology Division (deputising for Dr Adam Gledhill FBASES); Dr Andy Smith FBASES, Chair, Climate Change Action Team (item 6); Prof John Dickinson FBASES, Chair Outreach Project Team (item 7); Prof David Broom FBASES, former Division Chair Manager (item 8).

Minutes: Jane Bairstow (Senior Admin Officer).

Apologies: Dr Adam Gledhill FBASES (Psychology Division Chair), Dr Kiara Lewis FBASES (Physical Activity for Health Division Chair), Greg Koral (Non-Executive Director) (all of whom, prior to the meeting, had provided input into the agenda discussion items).

1 **Welcome and opening remarks.**

ZK welcomed everyone to the meeting. She explained she had just delivered the welcome address to the 2023 Student Conference, for which there was a healthy attendance. Earlier in the day, a meeting had taken place with Manchester Met, hosts for 2024 Student Conference, who are keen to start to plan for a great 2024 event. The priority focus areas for discussion were outlined by the Chair.

2 **Declarations of Interest**

Directors were reminded of the need to declare their interest in any items and to remove themselves from such decision making when required. There were no declarations of interest.

3 **Minutes of the previous Board meeting (held on 15 February 2023)**

These were accepted as a true record of the meeting.

4 **Matters arising:**

Chair advised that all staff were written to on 14 March 2023 with an update on the salary benchmarking exercise. She noted the change in job title for Ian Wilson, from Executive Director to Chief Executive Officer, which came into effect from 1 April 2023.

The Board further considered a proposal for a Rework Project (redefining development and employment expectations for sport and exercise science).

Further work will take place regarding the criteria, timelines and process for the new Applied Practitioner of the Year Award and Applied Practitioner Development Grants, to support practitioners working within sport, physical activity, exercise, and health. Once finalised, this will be communicated to members.

The Board noted the 2023 Conference delegate ticket prices were confirmed within the Board call on 23 March 2023, noting members were notified on 12 April 2023 that registration was now open.

The Board approved the appointment of Dr Lindsay Bottoms FBASES as Deputy Chair.

The Board approved the appointment of Susan Went as Senior Non-Executive Director.

As part of a wider review of current policies, the Board approved the updated Professional Disciplinary Policy which will be uploaded onto the website.

The Board noted the recent decision to co-fund with CEP-UK a one-year pilot Clinical Exercise Physiologist role to advance the work of clinical exercise physiology for BASES.

The Board approved the Infographic of the results of the 2022-member survey, which will appear in TSES Summer'23 and within the members-only section of the website.

5 BASES Climate Change Action Team (CCAT)

Dr Andy Smith FBASES attended this item and provided an overview of the work of the CCAT and the achievements to date. A discussion took place, and the Board supported the paper, thanking the CCAT for their ongoing hard work.

6 BASES Outreach Project Team (OPT)

Prof John Dickinson FBASES attended this item and provided an overview of the work of the OPT and the goals and projects for 2023. A discussion took place, and the Board supported the paper and actions, thanking the OPT for their ongoing efforts.

7 BASES Lifetime Achievement Award

Prof David Broom FBASES attended this item and provided an overview of the proposal to introduce a new Lifetime Achievement Award. Further work on the criteria and timelines will take place. Members will then be advised of the launch of the Award, once the details are confirmed.

8 2023 – 2024 Operational Budget

The Board approved the 2023 – 2024 operational budget.

9 2022 - 2023 Operational Plan Q4 report and Annual RAG report

IW provided an overview on the Green and Amber deliverables, noting some good work has taken place on some deliverables over Quarter 4 and across 2022 – 2023. The Board discussed plans to finalise the Year 3 measures.

10 KPI dashboard

The Board reviewed this reporting tool, which visually shows actual performance versus trajectory. Discussion took place over a number of the KPI graphs.

11 Updates were provided for the following Standing Committees:

Division Committee - Biomechanics & Motor Behaviour

Division Committee - Physical Activity for Health

Division Committee - Physiology & Nutrition, including a discussion on the merits of organising an informal Division networking session at the annual conference within the lunchtime of Day 1. If space at the venue permits, all five Division Chairs will convene a member networking opportunity, which will be duly promoted within the Conference programme.

Division Committee – Psychology

Division Committee – Sport & Performance

Human Resources, Remuneration & Appointments Committee.

Finance & Risk Committee, including a discussion regarding plans to secure an umbrella sponsorship for the Association.

Governance Committee, including a discussion how the Board can further utilise the EDI AG across BASES and, in relation to BASES policies, how the EDI AG can fulfil their responsibility to “ensure that there is an integrated and proactive approach to equity, diversity and inclusion that is informed by sector best practice.” Agreed to invite the Chair of the EDI Advisory Group to the July 2023 Board meeting.

Learning and Development Committee, including a discussion over the need for an update and draft project plan from the TSES Editor re plans to transition the current TSES from a hard copy to a new digital format, linking to our 30th anniversary celebrations.

Professional Standards Committee.

Stakeholder Committee

12 **Annual declaration**

All Directors were to review, complete and return the Register of Directors' Interests and the Registration of Gifts and Hospitality.

13 **Any other business**

Nil

Dates of next meetings:

Board Calls:

Thursday 18 May 2023, 9 am to 10 am, with a focus on the learning to date from the recent HEI engagement work. Some Operations staff and the Chair of the HE Endorsement Scheme Advisory Group will be invited to listen to this discussions and update.

Thursday 15 June 2023, 9 am to 10 am, with a focus on the status of the Statement of Intent to petition for the grant of a Royal Charter.

Board Meeting:

Tuesday 18 July 2023, 9:30 am to 1 pm

Prof Z Knowles FBASES

2 May 2023

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